

County of San Diego
Revised: June 1, 2000
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RESIDENTIAL CARE WORKER TRAINEE
RESIDENTIAL CARE WORKER I
RESIDENTIAL CARE WORKER II
SENIOR RESIDENTIAL CARE WORKER

Class No. 005073
Class No. 005074
Class No. 005072
Class No. 005089

DEFINITION:

To provide supervision and care of abused, abandoned and neglected children and youth ages 0-18 years that are in protective custody in residential cottages at the Polinsky Children's Center, the County's emergency shelter care facility; to observe and document the behavior, development and needs of children/youth in residence; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these classes are allocated to the Health and Human Services Agency (HHS), Children's Services Bureau of the Department of Social Services.

Residential Care Worker Trainee:

This is the trainee level class in the Residential Care Worker class series. Under direct supervision, incumbents acquire a working knowledge of supervision and assessment duties and techniques in the care of children in residence at the Polinsky Children's Center and assist higher level Residential Care Workers in the care, supervision and assessment of children/youth.

Residential Care Worker I:

This is the entry-level class in the Residential Care Worker class series. Under direct supervision, incumbents perform the more routine duties involved with the supervision and care of children/youth, to include observing and documenting the behavior, development and needs of children and instructing children on the development and use of essential life skills.

Residential Care Worker II:

This is the journey level class in the Residential Care Worker class series. Under direction, incumbents perform the full range of duties involved with care, supervision and assessment of children/youth. Responsibilities include working with children/youth in all age groups, handling the more difficult care and assessment situations to include attending to the specialized needs of children with behavioral and/or emotional problems, and orienting new staff and providing technical guidance to lower level Residential Care Workers, volunteers and contract workers.

Senior Residential Care Worker:

This is the lead level class in the Residential Care Worker class series. Under direction, incumbents perform as shift leaders in an assigned cottage and provide technical guidance and training to lower level Residential Care Workers, volunteers, and contract workers. Responsibilities include coordinating work area duties for shifts, planning for future unit needs and resources, performing duties involved with the care, supervision and assessment of children to include handling the more difficult or serious situations, and acting in the absence of the Residential Care Worker Supervisor.

This class is distinguished from the Residential Care Worker Supervisor in that the latter is the first line supervisor responsible for supervising and evaluating the work of staff on multiple shifts in a cottage or cottages.

EXAMPLES OF DUTIES:

Assists and supervises children/youth, ages 0 to 18 years with meals, bathing, hygiene and other daily routine tasks; develops, plans and supervises daily recreational and social activities, including outdoor programs and physical exercise; implements the Polinsky Active Teaching Approach (PATA) and other facility policies, procedures and techniques to assess and instruct children/youth in positive behavior management and use of socialization and living skills; observes and documents the behavior, development and needs of children/youth; maintains daily written records and logs of observations and concerns about individual children/youth; prepares incident and other written reports; consults and communicates with shift leaders, supervisors and professional staff concerning behavior issues and the needs of children/youth; transports individual and groups of children/youth for appointments or field trips outside the facility; performs light housekeeping duties to ensure a neat, clean and orderly environment, such as bedmaking, laundry, inventory of clothes, linens, food and supplies, and general cleanup, comforts and provides guidance to children in distress; interviews and/or responds to critical incidents and emergency situations; assists in physical restraints; conducts conferences with assigned residents to document behavior and progress; observes the physical and emotional condition of children/youth and reports to nurse or appropriate person as needed; assists in the intake and release of children; carries out daily living plans for children developed by a multi-disciplinary team of facility staff; orders and restocks supplies; orients new staff and provides technical guidance to volunteers and contract workers; and conducts group meetings with children/youth to discuss facility/cottage rules and procedures, address concerns, and provide instructional information on appropriate behavior management and use of living skills.

Senior Residential Care Worker:

All of the duties listed above and: Performs as shift leader on an assigned shift in a cottage, providing direction, technical guidance and training to subordinate staff, volunteers and contract workers regarding programs, activities and the handling of various situations related to the care and supervision of residents; inspects living areas to check on safety, cleanliness and appropriate activities; ensures that proper records and reports are maintained and prepared; assists Residential Care Worker Supervisors with performance documentation of staff and provides input regarding staff performance; advises and consults Residential Care Worker Supervisors on issues to address concerns and resolve problems; implements facility policies and procedures; responds to and handles the more difficult and serious situations including critical incidents or emergencies which occur on an assigned shift; ensures that the emotional and physical needs of the children are met including those with specialized needs; directs and coordinates the activities and daily routine of an assigned cottage to ensure they are conducted according to schedule and procedures; coordinates and organizes outings and special events; and acts in the absence of the Residential Care Supervisor.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: Tr = Residential Care Worker Trainee
I = Residential Care Worker I
II = Residential Care Worker II
Sr = Senior Residential Care Worker

Knowledge of:

<u>Tr</u>	<u>I</u>	<u>II</u>	<u>Sr</u>	
G	G	G	T	Basic dynamics of child development.
G	G	G	T	Behavior patterns of disturbed children and youth.
G	G	G	G	State and county rules and regulations governing emergency child care facilities.

G	G	G	G	Emergency procedures in residential care facilities.
G	G	G	G	Principles and techniques of interviewing.
G	G	G	G	Welfare and Institutions Code.
G	G	G	G	Basic psychological, behavioral, sociological and cultural factors in dealing with dependent children.
G	G	G	G	Principles of group dynamics control and discipline.
G	G	G	G	Methods and techniques of directing children's group activities, and individual and group counseling.
G	G	G	G	Meals and special diets.
G	G	G	G	Arts and crafts appropriate for varied age groups.
G	G	G	G	Principles of public relations.
G	G	G	G	Illnesses common to infants and children.
G	G	G	G	First aid techniques.
G	G	G	G	Emotional responses to separation and grief.
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Skills and Abilities to:

The following apply to all classes:

- Perform routine tasks in the supervision and care of children/youth in all age groups.
- Organize and supervise a group of children in recreational and social activities.
- Implement a behavioral management program including the Polinsky Active Teaching Approach (PATA) and apply positive behavioral techniques.
- Assess situations to prevent or solve problems and use sound judgment in taking appropriate action.
- Provide emotional support and understanding to children/youth experiencing separation and anxiety.
- Assess and respond effectively to emotional changes in children/youth, emergency situation, and/or critical incidents.
- Prepare clear, concise, and accurate reports.
- Establish and maintain a rapport with the children/youth and a cooperative working relationship with staff and the public.
- Communicate effectively, both orally and in writing.

Senior Residential Care Worker (in addition to the above):

- Train staff in the application of the Polinsky Active Teaching Approach (PATA) and other related techniques and procedures.
- Plan, organize and direct the activities of an assigned shift in a 24-hour emergency shelter care facility that provides care, supervision and treatment of dependent children.
- Provide technical guidance and training to subordinate staff.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Residential Care Worker Trainee:

Six (6) months experience in the care of children and infants.

Residential Care Worker I:

1. Completion of twelve (12) units from an accredited college in Behavioral Sciences or Child Development Theory, to include behavior management techniques and Child Psychology/Child Development; AND, Six (6) months experience in the care of children and infants; **OR,**

2. One (1) year of work experience as a Residential Care Worker Trainee in the County of San Diego.

Residential Care Worker II:

1. Completion of twelve (12) units from an accredited college in Behavioral Sciences or Child Development Theory, to include behavior management techniques and Child Psychology/Child Development; AND, One (1) year of work experience providing supervision and care to children in a 24-hour residential facility or a licensed day care program, or a licensed after school program for youths; **OR**,
2. One (1) year of experience as a Residential Care Worker I in the County of San Diego

Note: A bachelor's degree from an accredited college or university in a behavioral science or a closely related field may substitute for 6 months of experience.

Senior Residential Care Worker:

Completion of twelve (12) units from an accredited college in Child Development Theory, to include behavior management techniques and Child Psychology/Child Development Theory, AND:

1. One (1) year of experience as a Residential Care Worker II in the County of San Diego; OR,
2. Two (2) years of experience as a Residential Care Worker I in the County of San Diego; OR,
3. Two (2) years of work experience providing supervision and care to children in a 24-hour residential facility or a licensed day care program, or a licensed after school program for youths.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Working Conditions:

Works with children and youth of all ages in an institutional setting. Occasional verbal abuse and threats of physical violence from residents; and possible exposure to communicable diseases.

Physical Requirements:

Ability to restrain minors up to 18 years of age; lift children; stock shelves with heavy or bulky items; and move furniture, e.g. beds, cribs, etc.

Work Hours:

Requires shift, weekend and holidays work.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, severity, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited clearance investigation performed by the Health and Human Services Agency (HSHA).